

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

6 July 1972

To: All Training Officers of the Agency

OTR CHINESE, SPANISH, AND FRENCH LANGUAGE COURSES AT HEADQUARTERS

1. The following foreign language courses have been scheduled by OTR in the Headquarters Building during duty hours. All classes will be held one hour daily. A minimum of three students is required to convene a class. Classes will begin 5 September 1972 and continue until 22 June 1973 with a two week break at the Christmas holidays.

a. Chinese (780 Series)

#781 - Beginning Chinese Reading for students with little or no training in Chinese reading. The student will learn to identify, read, and write Chinese characters and to translate simple sentences.

#782 - Newspaper Chinese provides an introduction to reading Chinese Communist newspapers. Students must have completed Chinese #781 or have familiarity with 800 - 1000 characters based on a proficiency test.

The following three courses are for students who wish to maintain or enhance their speaking skills at the particular level. Current proficiency test and interview with the instructor are required:

- #783 - Chinese Conversation Level 2
- #784 - Chinese Conversation Level 3
- #785 - Chinese Conversation Level 4

b. Spanish (760 Series)

#761 - Beginning Spanish (2 sections, 0830-0920, 1600-1650) for secretaries, intelligence assistants, and support personnel who will be assigned abroad.

#762 - Beginning Spanish (1300-1350) provides instruction in basic grammar and practice in reading newspapers and other materials.

(Over, please)

#763 - Advanced Spanish (2 sections, 0930-1020, 1030-1120) for students at level 2 in speaking proficiency who wish to refresh their skills. Current proficiency test and interview with the instructor are required.

#764 - Advanced Spanish (1400-1450) for students at the 2 reading level who wish to review grammar and strengthen their reading and translating skills. Current proficiency test and interview with the instructor are required.

c. French (770 Series)

#771 - Beginning French (2 sections, 0830-0920, 1600-1650) for secretaries, intelligence assistants, and support personnel who will be assigned abroad.

#772 - Beginning French (1300-1350) provides instruction in basic grammar and practice in reading newspapers and other materials.

#773 - Advanced French (2 sections, 0930-1020, 1030-1120) for students at level 2 in speaking proficiency who wish to refresh their skills. Current proficiency test and interview with the instructor are required.

#774 - Advanced French (1400-1450) for students at the 2 reading level who wish to review grammar and strengthen their reading and translating skills. Current proficiency test and interview with the instructor are required.

2. Students will not be allowed to enter classes after the first session on 5 September. It is expected that students will attend for the entire year; persons with irregular attendance will be dropped. Students will be expected to do outside study to prepare for class.

3. To enroll in any of the above courses submit Form 73, "Request for Internal Training," through the Training Officer to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building by 25 August 1972.

4. Further information on the courses may be obtained from [REDACTED] (Spanish and French) on extension [REDACTED]

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